



The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
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September 25, 2012

RE: V12-33 / Pownall / 816 Willowdale Road
Tax Map 12, Parcel 14

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

Tom Pownall has submitted a **variance** petition for property located at **816 Willowdale Road**. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this request at a public hearing on:

Wednesday, October 17 at 6:30 PM
City Council Chambers, City Hall, 389 Spruce Street

Project Description:

The petitioner seeks to construct an elevated covered porch that will wrap around the existing structure on three sides. The proposed covered porch will encroach into the minimum side-yard setback requirement for a corner lot by two feet, four inches, which requires variance approval by the Board of Zoning Appeals.

Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to cfletcher@cityofmorgantown.org. Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, www.morgantown.com, approximately one week before the hearing.

Respectfully,

Christopher M. Fletcher, AICP
Director of Development Services

Enclosure: Site map

CASE NUMBER:
V12-33 / Pownall / 816 Willowdale Road

